

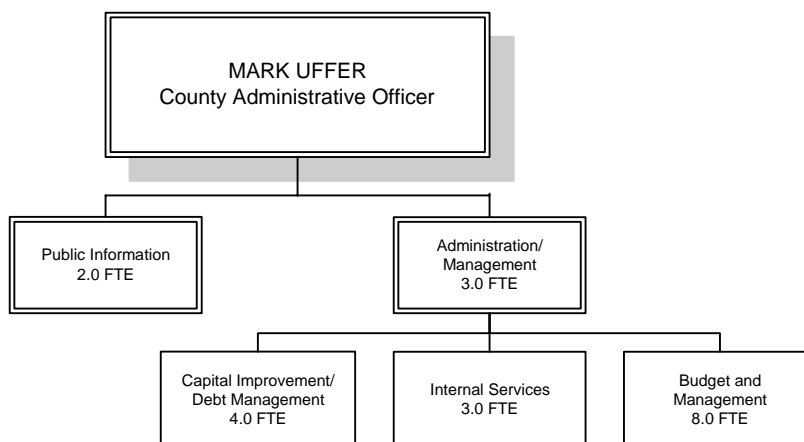
## COUNTY ADMINISTRATIVE OFFICE

### Mark Uffer

#### MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

	2005-06				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
County Administrative Office	3,319,218	-	3,319,218		21.0
Litigation	363,681	-	363,681		-
Joint Powers Leases	20,737,293	-	20,737,293		-
Medical Center Lease Payments	53,508,961	53,508,961			-
Federal Forest Reserve	68,834	66,700		2,134	-
Master Settlement Agreement	29,938,224	18,904,942		11,033,282	-
<b>TOTAL</b>	<b>107,936,211</b>	<b>72,480,603</b>	<b>24,420,192</b>	<b>11,035,416</b>	<b>21.0</b>

### County Administrative Office

#### DESCRIPTION OF MAJOR SERVICES

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

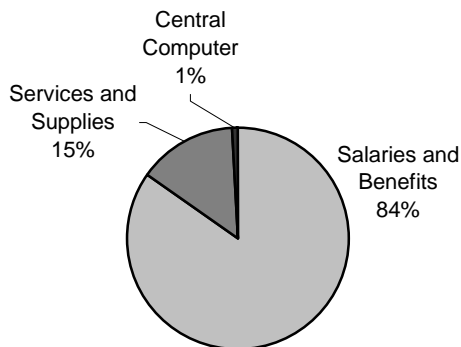
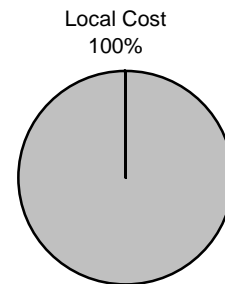
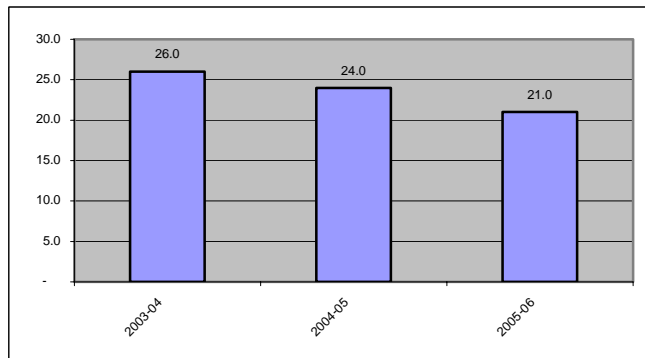
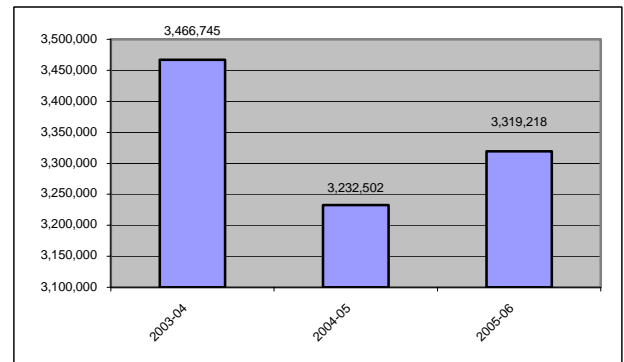
Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.



**BUDGET AND WORKLOAD HISTORY**

	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>Estimate 2004-05</b>	<b>Proposed 2005-06</b>
Appropriation	2,909,684	3,232,502	2,981,712	3,319,218
Departmental Revenue	-	-	-	-
Local Cost	2,909,684	3,232,502	2,981,712	3,319,218
Budgeted Staffing		24.0		21.0

Estimated expenditures are less than budgeted due to various staff vacancies that were left vacant pending the departmental reorganization.

**2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY****2005-06 BREAKDOWN BY FINANCING SOURCE****2005-06 STAFFING TREND CHART****2005-06 LOCAL COST TREND CHART**

**GROUP:** Administrative/Executive  
**DEPARTMENT:** County Administrative Office  
**FUND:** General

**BUDGET UNIT:** AAA CAO  
**FUNCTION:** General  
**ACTIVITY:** Legislative and Administration

**ANALYSIS OF 2005-06 BUDGET**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>B+C+D E</b>	<b>F Department Recommended Funded Adjustments (Schedule A)</b>	<b>E+F G</b>
	<b>2004-05 Year-End Estimates</b>	<b>2004-05 Final Budget</b>	<b>Cost to Maintain Current Program Services</b>	<b>Board Approved Adjustments</b>	<b>Board Approved Base Budget</b>		<b>2005-06 Proposed Budget</b>
<b>Appropriation</b>							
Salaries and Benefits	2,692,041	2,926,197	88,538	-	3,014,735	(220,750)	2,793,985
Services and Supplies	350,169	359,131	(6,967)	-	352,164	129,272	481,436
Central Computer	22,372	22,372	5,145	-	27,517	-	27,517
Transfers	4,958	4,958	-	-	4,958	11,322	16,280
Total Exp Authority	3,069,540	3,312,658	86,716	-	3,399,374	(80,156)	3,319,218
Reimbursements	(87,828)	(80,156)	-	-	(80,156)	80,156	-
Total Appropriation	2,981,712	3,232,502	86,716	-	3,319,218	-	3,319,218
Local Cost	2,981,712	3,232,502	86,716	-	3,319,218	-	3,319,218
Budgeted Staffing		24.0	-	-	24.0	(3.0)	21.0



In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. These costs are reflected in the Cost to Maintain Current Program Services column.

This budget unit reflects a decrease of 3.0 budgeted positions. Three support positions were transferred to the Board of Supervisors budget unit. Salary and benefit appropriations were reallocated to services and supplies, transfers, and to offset a reduction in reimbursements.

DEPARTMENT: County Administrative Office  
FUND: General  
BUDGET UNIT: AAA CAO

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Transfer of Administrative Support Staff to Board of Supervisors	(3.0)	(210,164)	-	(210,164)
Transferred 1.0 Executive Secretary III, 1.0 Executive Secretary II, and 1.0 Executive Secretary I to the Board of Supervisor's budget unit.				
2. Net decrease in Salaries and Benefits		(10,586)	-	(10,586)
Decrease in the workers' comp experience mod charges of \$25,021 offset by increases due to anticipated step advancements.				
3. Increase in Professional Services		50,000	-	50,000
Increased professional services costs for customer service training for existing staff as new employees receive customer service training in orientation.				
4. Increase in Computer Software, Hardware, and Training		37,900	-	37,900
Budgeted increases in computer hardware, software, and training for a new database publishing tool to streamline the development of the proposed and final budget books.				
5. Net increase in Services and Supplies		63,172	-	63,172
Increased miscellaneous expense by \$60,000 to fund the following county functions not completely covered by participant reimbursements: state of the county address, city/county conference, and county picnic. In addition, increased outside phone company charges for Blackberry services and general office supplies. These increases were offset by various minor decreases in other expense line items.				
6. Decrease in ISD Direct Labor		(21,800)	-	(21,800)
Decrease in systems technical support now budgeted as a transfer to the Board of Supervisors.				
7. Net Increase in Transfers		11,322	-	11,322
Increase of \$11,432 in Transfers for systems technical support staff that were previously budgeted in services and supplies. This increase was offset by a decrease in EH&P charges of \$110 per budget instructions.				
8. Decrease of Reimbursements		80,156	-	80,156
Reduced reimbursement from the Health Care Cost budget unit since no longer needed.				
<b>Total</b>	<b>(3.0)</b>	<b>-</b>	<b>-</b>	<b>-</b>

